

APPENDIX H

SAMPLE CIVILIAN MOBILIZATION PLAN REVIEW AND EVALUATION WORKSHEET

A. INTRODUCTION

Chapter 3, Section C. of this Handbook addresses mobilization plan approval and evaluation. Appendix E, above, is a sample Civilian Mobilization Plan that might be used as a model for installation planners. Figure H-1 is a worksheet format, using the sample plan and designed to assist in the plan evaluation process. To be useful at a specific installation, the worksheet would have to be tailored to the mobilization plan actually in use there, but this sample may help to develop one. The worksheet should indicate the approving authority, such as the installation commander or a designee.

B. WORKSHEET DESCRIPTION

1. The left side of the worksheet is an outline of the sections of the plan itself. Where necessary, sub-sections should be listed.

2. The first two columns ("Initial Plan Review") are for the initial review and approval of the plan as discussed in Chapter 3. Section C. of the Handbook. As each section is completed, the planner fills in a date in the column marked "Completed". When that section has been approved, the "Approved" column should be filled in with the appropriate date. Different individuals, representing the various functions of the installation, may complete the various sections, so the approving authority must ensure that everything is properly coordinated.

3. The next two columns (under "Premobilization Actions Completed") indicate the completion of those actions that the plan determine; should be done before mobilization. These columns are not applicable to the first eight sections of the plan. Sections 9 through 15 of the sample plan (Appendix E) have subsections that require premobilization planning actions and these should be listed on the worksheet. As these actions are completed, the planner fills in the date and the nature of the action.

4. The next part of the worksheet is for recording those actions taken to revise or improve the plan as the result of mobilization exercises. These columns provide a place to record the date of the exercise and a description of each action completed. The installation mobilization planner(s) can add additional columns, when required, to accommodate the results of additional exercises.

5. As indicated in Chapter 3. Section C. of the Handbook, installation planners should completely review the plan at least annually. The last two columns of the worksheet ("Annual Review") are for that purpose. The intent is to enter the date of the review and any action taken. In subsequent years, columns should be added to accommodate continuing annual reviews.

6. The worksheet shows illustrative entries for some sections of the sample. For actual plans, all sections should be covered in the evaluation.

SAMPLE CIVILIAN MOBILIZATION PLAN REVIEW AND EVALUATION WORKSHEET

Approving authority (install cmdr or designee)

PLAN SECTION	COMPL'D	APPROVED	DATE	ACTION TAKEN	EXERCISE DATE	ACTION TAKEN	REVIEW DATE	ACTION TAKEN
1. Purpose	1/25/84	2/1/84	N/A	Not	10/16/84		2/10/85	Reviewed
2. Applicability								Reviewed
3. Objective								Reviewed
4. Organization of Plan								Reviewed
5. References								Updated
6. Definition								Updated
7. Policies								Reviewed
8. Mobilization mission			N/A	Not applicable				Reviewed
9. Responsibilities								
a. Install Comdr:								
(1) Planning Adeqt			3/25/84	Planning & coordinating				Reviewed
(2) Estab prior				activities completed				Reviewed
(3) Elim func								Priorities revised
(4) Coord with								Reviewed
Serv'd activ			3/25/84					Reviewed
b. Activity Mgrs:								Reviewed
(1) Action comp			2/28/84	Wartime auth doc				Reviewed
(a) Auth document								Auth doc updated
(b) Screen key employees								Updated
(c) Determine methods for filling positions				Key employees screened				
(d) Ensure employee awareness				Methods for filling positions determined				
(e) Identify training needs				Employees informed by memo				Reviewed
(2) Form 12-11 actions				Training plan developed				New memo issued
(3) Documents review			2/28/84	Employee list reviewed				Reviewed
c. CPO:				All documents reviewed and updated				Reviewed
(1) Identify planning tasks			3/10/84	Planning tasks identified				
(2) Annual review				See Annual Review column				Task list revised
(3) Dev. mob plan				Civ mob plan				Completed
(4) Keep comdr and managers informed				Comdr briefed on civ mob plan				Reviewed
(5) Plan realignments				Realignments incl in plan				Reviewed
(a) Mob planning team				Planning team established				New members added

Figure H-